

## **U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT Office of Inspector General VACANCY ANNOUNCEMENT**

POSITION: Auditor - GS-0511-11/13  
ANNOUNCEMENT NUMBER: 06-03BSB  
Opening Date: Thursday, January 12, 2006  
CLOSING DATE: Open Continuous  
PROMOTION POTENTIAL: 13  
54,272 - 100,554 USD per year

LOCATION: few vacancies - Washington, DC

WHO MAY BE CONSIDERED: U.S. Citizens - NO PREVIOUS FEDERAL SERVICE IS REQUIRED

JOB SUMMARY: This position is with the United States Agency for International Development's (USAID) Office of Inspector General, Assistant Inspector General for the Millennium Challenge Corporation (MCC).

The MCC is a wholly owned government Corporation designed to reduce poverty by promoting economic growth. The USAID Office of the Inspector General has been appointed as the Inspector General of the MCC and a separate Assistant Inspector General for Audits has been established to coordinate the audit and investigative activities for MCC.

The incumbent will be a member of an audit team of 4 to 6 auditors that will conduct performance audits, financial audits, risk assessments, reviews and other analyses designed to support the efficiency and effectiveness of program and operational activities. Moderate overseas travel is required.

### ***SUBJECT TO THE AVAILABILITY OF FUNDS.***

#### **Key Requirements:**

- U.S. Citizenship
- Designated and/or Random Drug Testing required.
- Background and/or Security Investigation required.
- Time in Grade

#### **Major Duties:**

The Millennium Challenge Corporation (Corporation) is a wholly owned government Corporation designed to reduce poverty by promoting economic growth. The USAID Office of Inspector General has been appointed as the Inspector General of the Corporation and a separate Assistant Inspector General for Audits has been established to coordinate the audit and investigative activities for the Corporation.

The incumbent of this Auditor position conducts audits of programs, activities or functions within the Corporation headquarters and programs worldwide to evaluate the performance, effectiveness, and efficiency of Corporation programs and operations. The incumbent accomplishes this through recommending audit approaches based on knowledge of programs and mission activities and applicable laws and regulations. The incumbent prepares written reports for USAID officials that provide findings on program operations, identify the causes and effects of deficiencies or problems, and suggest improvements on how the programs are structured and operated within USAID. The incumbent assists the Assistant Inspector General in completing the audit plan by conducting audits that meet the requirements of the Government Performance and Results Act of 1993, Government Management and Reform Act of 1994, and the Government Corporation Control Act. To evaluate how the Corporation is conducting business with outside organizations, the incumbent conducts audits of the policies, procedures, and activities which the Corporation is using to implement programs with other Federal agencies, donor agencies, or recipient countries.

## **Incentive Payments**

The OIG may pay the following recruiting incentives to qualified candidates possessing the specialized experience described in this announcement:

- lump-sum recruitment bonus of up to 25 percent of the annual rate of basic pay to a new employee;
- higher pay rate than the minimum to a new employee with superior qualifications;
- travel and relocation expenses for prospective new employees;

Finally, employee may:

- qualify for up to \$100 per month for commuting costs, if using public transportation and/or
- choose to work flexible or compressed work schedules.

## **Qualifications:**

You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.

All applicants must meet the minimum requirements of the Office of Personnel Management's Qualification Standards Handbook.

## **BASIC REQUIREMENTS**

A. Degree - accounting; or a degree in a related field, such as business administration, finance, or public administration, that includes or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor." OR B. Combination of education and experience - at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following: 1. Twenty-four (24) semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours in business law; 2. A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or

3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24- semester-hour requirement of paragraph A, provided that: (a) the applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements. In addition to meeting the basic qualification requirements, applicants must have specialized experience and/or directly related education in the amounts shown below:

B. GS-11: 3 full years of progressively higher level graduate education leading to a Ph.D. or equivalent doctoral degree related to the position being filled. year specialized experience which is equivalent to the GS-9 level in the Federal service. Examples of qualifying specialized experience include: (1) Helps ensure implementation of Generally Accepted Government Auditing Standards (GAGAS); (2) Documents findings in workpapers, formulates conclusions and prepares segments of written reports; (3) Participates in negotiations with Agency management of the acceptance of audit findings and the resolution of conflicts concerning the adoption of audit recommendations.

C. GS-12: 1 year equivalent to at least the GS-11 level in the Federal government. Examples of qualifying specialized experience include: (1) Researches and reviews Federal laws and regulations, procedural manuals and references and records of Congressional hearings for the purpose of identifying legislative, regulatory, and procedural requirements for conducting financial and financial-related audits; (2) Performs quality reviews of audit reports, surveys, and special studies conducted by independent accounting firms.

D. GS-13: year equivalent to at least the GS-12 level in the Federal government. Examples of qualifying specialized experience include: (1) Directs or personally conducts audits of Agency's financial statements; (2) Directs and participates in quality control reviews of work carried out by non-Federal auditors. Combination of Education and Experience: If you do not qualify based on education or experience alone, you may be able to qualify by a combination of your education and professional experience by converting each to a percentage and then adding the percentages. Graduate Education: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. Note that only graduate education in excess of the amount required for the next lower grade level can be combined with the appropriate level of experience to qualify for the GS-9. For example, if a school's requirement for 1 year of graduate study is 18 semester hours, only graduate education the first 18 semester hours or 27 quarter hours can be combined with GS-7 level experience to qualify for the GS-9. Experience: To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by the required number of months of experience. This position requires 12 months at 40 hours per week of experience. Finally, add your percentages of education and experience. The two percentages must total at least 100% for you to qualify under the combination and graduate education and experience.

You must be a U.S. citizen to qualify for this position.

You must submit to a drug test and receive a negative drug test before you can be appointed into this position.

This position requires a Secret security clearance.

You will be required to travel frequently.

#### **How You Will Be Evaluated:**

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Skill in planning and performing financial and/or performance audits of government entities, nonprofit organizations, or federal government contractors.
2. Professional knowledge of generally accepted accounting principles and/or standards promulgated by the Federal Accounting Standards Advisory Board, the Single Audit Act and OMB a-133.
3. Ability to communicate in writing.

#### **How To Apply:**

Mail your applications so it will be postmarked by closing date and received within five (5) working days of that date. If hand delivered, be sure your application is received by closing date.

**All applicants, including current USAID and USAID/OIG employees, must submit one of the following application forms:**

1. Resume

## 2. OF 612, Optional Application for Federal Employment

Your application must contain all of the following information or it will be marked incomplete:

Announcement number, and title and grade(s) of position; if applying for more than one grade level or job, submit an application for each grade level or job applying for;

Full name, date of birth, social security number, complete mailing address and day and evening phone numbers, country of citizenship, veterans' preference, if applicable, reinstatement eligibility, and highest Federal civilian grade held, if applicable;

High school name city and state, date of diploma or GED;

Colleges and universities name, city, and state, major, type and year of any degrees received;

Job title, duties and accomplishments; employer's name and address, supervisor's name and phone number, hours per week, salary; do not incorporate or attach position descriptions;

Indicate whether we may contact your current supervisor; and Job related training courses, job related licenses and certificates, job related honors, awards, and special achievements.

Handicapped applicants, disabled veterans, and VRA's or any others eligible for a noncompetitive appointment under special appointing authorities must clearly specify this eligibility on their application and attach documentation.

If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. Those who have special selection priority rights under the Agency Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP) must be well qualified to receive special consideration. CTAP and ICTAP eligibles will be considered well-qualified if they receive a score of 90 or above. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 90 or above on the rating criteria (KSA's) for this position.

ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a 'Notice of Personnel Action' (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent performance appraisal and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must attach an SF-15, 'Application for 10-Point Veterans' Preference' plus the proof required by that form.

If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc.

Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under the merit promotion announcement only.

It is the responsibility of the applicant to insure that his/her application is complete. The personnel office will not be responsible for soliciting additional information from applicants.

**Contact Information:**

Avis Washington  
Phone: 202-712-4189  
Fax: 202-216-3392  
Internet: awashington@usaid.gov

**Or write:**

US Agency for International Development  
1300 Pennsylvania Ave., N.W.  
IG/M/HC, Room 8.07A  
Washington, DC 20523-8700  
US  
Fax: 202-216-3392

**What To Expect Next:** Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome.

**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

**Other Information:**

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis